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12 March 1956

MEMORANDUM FOR: Chiefs of Administration, All Area Divisions
SUBJECT: Fitness Reports for Chiefs of Stations and Staff Agents Supervised from Headquarters.

25X1A **REFERENCE:** [redacted] dated 31 Jan. 1956.

DISCUSSION: Memorandum for Chiefs of Administration, All Area Divisions, from DC/Adm., dated 9 February 1955, subject: Fitness Reports for Senior Representatives, Chiefs of Missions, Chiefs of Stations, and all Staff Agents.

25X1A 1. Referenced [redacted] directs that Chiefs of Station shall be held responsible for ensuring that Fitness Reports for all employees under their jurisdiction are prepared and transmitted to headquarters in accordance with prescribed procedures and in conformance with specified phasing as to time of submission. The provisions of the regulation apply to all foreign field personnel, both staff employees and staff agents, who are supervised by an individual in the field. However, there are some employees in the field, both staff employees and staff agents, who report to a supervisor at headquarters, and the following procedure has been established to ensure that Fitness Reports for these employees are submitted.

25X1A 2. It is requested that each division forward to this Office a list of names of Chiefs of Station and staff agents, [redacted] who have no supervisor in the field and who report directly to headquarters. Staff agents should be listed separately, and it is emphasized that only those staff agents who have no supervisor in the field are to be so reported. Fitness Reports for staff agents who have a supervisor in the field will be initiated in accordance with [redacted]

25X1A 3. The listing of staff employees in the field who report directly to headquarters will be forwarded to the Chief, Records and Services Division, Office of Personnel, who will be responsible for determining, in accordance with the provisions of [redacted] when Fitness Reports are due on these employees and for notifying the appropriate division. This notification will consist of a listing by name and will be forwarded on or before the fifteenth day of the month preceding the month in which the Fitness Reports are due. Following receipt of the listing from the Office of Personnel, each division will be responsible for initiating the Fitness Report on the listed individual.

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4. The listing of staff agents who report directly to headquarters will be forwarded to the Chief, Contract Personnel Division, Office of Personnel, who will determine when Fitness Reports are due and will notify the division. The phasing for submission of these Fitness Reports will also be based on [redacted] Notification will be forwarded, as in the case of staff employees, on or before the 15th day of the month preceding the month in which the Fitness Report is due.

5. Each division is responsible for directly notifying the Records and Services Division or Contract Personnel Division, Office of Personnel, as appropriate, of any change in the listings referred to in paragraph 3 above. It has been noted that some divisions have not submitted changes in their listings since the original submission requested by the rescinded memorandum from DS/R-Admin, dated 9 February 1955. It is imperative that these lists be current if Fitness Reports are to be completed in accordance with Agency policy and regulations. It is urgently requested that each division review its present listing, revise it as necessary by removing names of individuals no longer in the field, and adding to it those who have departed for the field. This information should be provided on a current basis in order to keep the list accurate.

6. The responsibility for conformance to the provisions of [redacted] 1A relating to timely submission of Fitness Reports on field personnel rated in the field is assigned by Agency regulations to the divisions. The assumption by the Office of Personnel for the notification to Divisions of due dates on individuals in the field rated at headquarters does not alter that responsibility. With the issuance of the new [redacted] 1A pertaining to Fitness Reports, it is suggested that special effort be directed toward ensuring that it is complied with by field installations.

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[redacted]
Special Support Assistant
to the
Deputy Director (Support)